



# Non-Traditional Studies

*Open - Entry  
Open - Exit  
Classes*



## NON-TRADITIONAL STUDIES INFORMATION

### A. Enrollment Procedures

1. Enrollment may take place throughout the year with the help of an advisor.
2. A student will be officially enrolled in an open-entry, open-exit course by completing a learning contract, signing enrollment forms and receiving a syllabus in the Non-Traditional Studies Office.

### B. Policies for Completion

1. Students have five months from the date of enrollment to complete a course. If financial aid has paid for a Non-Traditional Course, students should complete the course within the semester of initial enrollment.
2. Each course is competency-based, open-entry, open-exit. A Competency Profile must be completed for each student.
3. After 25% of the competencies are achieved, a student cannot withdraw or be given an incomplete, but will be expected to complete the course. If a student does not complete 25% of the competencies within five months, he or she will be withdrawn from the course.
4. Examinations are given at the LRC (Library) on campus or Outreach Centers. Four conferences with the instructor are required. Additional conferences with the instructor may be scheduled.

### C. Advising Services

Students who wish to take a Non-Traditional Studies class will need to consult their advisor. Students who choose to drop a class to add the same Non-Traditional class must go through the institutional drop/add process and complete an Instructor Notification form.

### D. Six-Hour Limit

Students are to be enrolled in no more than six (6) hours of Non-Traditional Studies at any one time, unless prior approval is received from the Dean of Instruction. However, only one course is recommended.

### E. Student Log

Students are expected to document the time spent completing the competencies on the student log included in each course syllabus. Upon completion of the final exam, the student log will be turned into the instructor and kept on file with the student's learning contract and tests.

### F. Course Extension

Under certain circumstances, an instructor may grant a limited extension of time (one to five months) to the student in order to complete the course, provided at least twenty-five percent (25%) of the course is completed at the time of the extension.

### G. Students Who Receive Financial Aid

25% of the competencies in the course should be completed by the 20th day of the semester in order for the financial aid office to process the Non-Traditional Studies course with other courses taken. Students may begin Fall classes August 1, Spring classes December 1, and Sum-

mer classes May 1, and should complete all Non-Traditional Studies classes during the semester of initial enrollment. According to the current policy, failure to complete Non-Traditional Studies will result in suspension of student financial aid. Failure to retain a 2.0 will constitute unsatisfactory academic progress as defined by the institution and will result in financial aid probation or disqualification.

### H. Students Current Address

Any student enrolling in a Non-Traditional Studies course must have a current address within the DCCC service area. This includes the following communities: Arnold, Ashland, Bazine, Centerview, Beeler, Bellefont, Belpre, Bloom, Brownell, Bucklin, Cimarron, Coldwater, Copeland, Dodge City, Englewood, Ensign, Fellsburg, Ford, Fort Dodge, Fowler, Greensburg, Hanston, Ingalls, Jetmore, Kingsdown, Kinsley, Lewis, Minneola, Montezuma, Mullinville, Ness City, Offerle, Protection, Ransom, Sitka, Spearville, Trousdale, Utica, Windhorst, and Wright.

### I. Students With Disabilities

In compliance with the Americans with Disabilities Act, students with special needs or requirements should contact the Director of Non-Traditional Studies, so that individual accommodations regarding their coursework might be made.

**Note:** Any exception to the above policies must be substantiated in writing by the student and Director of Non-Traditional Studies. The actual exception must be approved by the Dean of Instruction.

## WHAT IS

## “NON-TRADITIONAL STUDIES”?

This program is specifically designed for non-traditional students and provides college credit courses that fit the realities of adult life: time and place constraints, responsibilities at home and at work, and the need for career-related learning. All courses are competency-based and open-entry, open-exit. The program requires completion of the course within five months from the date of enrollment. Examinations are given at the LRC (Library) on campus or at outreach centers. Additional conferences with the instructor may be scheduled at the student's convenience.

## How MUCH DOES IT Cost?

Non-Traditional Studies students are billed at the current rate for registration, tuition, and fees. An additional non-refundable fee of \$10 is charged for each Non-Traditional Studies course. Books can be purchased at the DCCC Bookstore. Tuition and fees are due and payable at the time of enrollment.

A 90% refund on tuition and fees is issued if students withdraw within two weeks of their enrollment date. A 40% refund is issued during the third and fourth weeks after the enrollment date. No refunds are issued thereafter. Students must have a drop slip signed by the Director of Non-Traditional Studies for tuition refund.



Number	Course Name.....	Credit Hours
AH 140	Basic Nutrition .....	3
BUS 102	Advertising Principles .....	3
BUS 103	Principles of Management .....	3
BUS 110	Keyboarding I .....	3
BUS 111	Keyboarding II .....	3
BUS 115	Office Records Management .....	2
BUS 116	Bookkeeping I .....	3
BUS 117	Bookkeeping II .....	3
BUS 120	Shorthand I .....	3
BUS 121	Shorthand II .....	3
BUS 130	Financial Accounting .....	4
BUS 141	Business Machines (Ten Key) .....	1
BUS 141	Business Machines .....	3
BUS 144	Business Math .....	3
BUS 146	Introduction To Data Processing .....	3
BUS 149	Human Relations .....	3
BUS 201	Principles of Retailing .....	3
BUS 210	Keyboarding III .....	3
BUS 299	Computer Program. Business Appl. I-Lotus .....	3
CS 100	Computing Appreciation .....	3
CS 102	Advanced Personal Computing .....	3
CS 115	Intro. To Computer & Their Appl. (Mac.) .....	3
DE 202	Marketing .....	3
ECON 101	Principles Of Economics I .....	3
ECON 102	Principles Of Economics II .....	3
ENG 090	Reading Improvement I .....	3
ENG 091	Reading Improvement II .....	3
ENG 099	Preparatory English Composition .....	3
ENG 102	English Composition I .....	3
GOV 101	American National Government .....	3
HIST 101	American History I .....	3
HIST 103	Survey Of Western Civilization I .....	3
HIST 104	Survey Of Western Civilization II .....	3
LANG 107	Conversational Spanish I .....	2
LANG 108	Conversational Spanish II .....	2
MATH 089	Basic Applied Math (Non-Voc) .....	3
MATH 106	College Algebra .....	3
MATH 090	Elementary Algebra .....	3
MATH 091	Intermediate Algebra .....	3
MATH 101	Modern College Math .....	3
MATH 110	Trigonometry .....	3
PHYS 104	Physical Science (no lab) .....	3
PSY 101	General Psychology .....	3
PSY 102	Human Growth & Development .....	3
SOC 101	Principles of Sociology .....	3

Dear Student,

Welcome to Non-Traditional Studies! This is a wonderful opportunity for you to complete college credit courses if you are motivated and willing to spend a significant amount of time in independent study.

The responsibility for maintaining contact with your instructors lies with you. Please meet with them regularly.

We hope you enjoy your class. You are an important student.

Sincerely,

*Peggy Church, Ph.D.*

Dr. Peggy Church  
Director of Non-Traditional Studies

### How Do I Enroll?

One may enroll in Non-Traditional Studies anytime throughout the year. Write: Non-Traditional Studies, Dr. Peggy Church, Director, DCCC, 2501 North Church, Dodge City, Kansas, 67801; 14<sup>th</sup> Avenue, Dodge City, Kansas, 67801; or call: Non-Traditional Studies (316)225-1321, Ext. 341; or call toll-free in Kansas, 1-800-742-9519 for more information.